



Orientation Info

House Rules:

- All medications must be valid and current. You must present all medications to the House Manager upon arrival. Your medications will be given daily
- If a Resident chooses to utilize an Intensive Outpatient Service, they must provide a release from the IOP center they choose to attend showing their entry and participation. IOP is not required, and residents are not required to choose any specific provider.
- There is a mandatory house meeting on Sundays. The remainder of the day you must be on property, unless previously discussed with the House Manager.
- Curfew is Sun-Thurs 11pm/ Fri-Sat 1am weekday/weekend
- **Residents must go on job search 10am-4pm weekdays until they are gainfully employed**
- Within two weeks residents must have a sponsor and a home-group
- Within 30 days residents must have a commitment
- Complete a 90 in 90 and a minimum of 5 meetings per week after that.
- While residents are on the Orientation stage, they must attend meetings with a senior member of the houses unless otherwise approved by the House Manager or Zoom meetings
- Residents can have personal items (i.e. rooms, purses, phones and person) searched at the discretion of the House Manager. No locked rooms, and no lockboxes or safes other than the one provided by the program. Residents have access to a lockbox that only they and the Director of the program know the code too. The lockbox is kept in a safe that only staff knows the code to. When residents need to access their lockbox, the House Manager opens the safe and gives them the lockbox.
- Any packages delivered to the property will be put in the house manager's room and opened together with the recipient present.
- House Manager reserves the right to enforce restrictions to privileges due to rule breakage from a period of 3-30 days
- Guests are permitted in the house but first must be approved by the HM
- Chores must be done prior to leaving the house
- No fraternizing with residents living at Savage Sisters/SIR houses

Fee Schedule:

- Rent is paid on Friday. Rent is paid for the upcoming week. Any payments made for future weeks will be refunded. Refunds for the current week will not be given. Rent is \$150 a week, with an additional \$20 per week for the food club. Intake fees are \$50, and are provided to the Senior Resident in the home, as they do in the in house intake. Opportunities for scholarships are available to cover the Intake Fee and first two weeks. These scholarships are provided by third party entities, and are not guaranteed. If a resident is not scholarshiped, they are responsible for paying their rent.
- Residents will not be dismissed for inability to pay rent if the resident is complying with job search rules. If a resident is not complying with job search rules, lack of payment for two weeks is grounds for discharge.
- Residents may attend a treatment facility of their choice outside of the drug and alcohol recovery house. The licensee may not require a resident to attend or prohibit a resident from attending a specific treatment facility.

If you, your family, or any member of the community needs to make a complaint, or file a report of misconduct, please email your information and complaint details to info@savagesisters.org. This information will immediately be provided to the Audit Subcommittee of the Board of Directors.

Additionally, complaints can be sent to DDAPS at (717)783-8675 or email them at RA-DAAPI_DIVISION@pa.gov.

Cause For Discharge:

- *Being under the influence of alcohol and/or drugs
- *Possession of alcohol/drugs/weapons
- *Threats either verbal or physical, or acts of violence, fighting
- *Property destruction or altering the physical construction of the premises, interior walls
- *Failure to submit a U/A or Breathalyzer Test (someone must be present to witness)
- *Unaccountability or discrepancies in times off of premises
- *Lying, stealing, and any criminal activity
- *Failure to comply with rules and/or staff directions
- *Non compliance with job search rules and an Inability to pay rent for two consecutive weeks

In the case of a complaint from a resident, a resident's family member, or any other member of the community, a complaint can be made to the Board of Directors Governance Committee Chair via the info@savagesisters.org email address. Complaints can also be filed directly with the Pennsylvania Department of Drug and Alcohol Programs. Complaints can be sent to DDAPS at (717)783-8675 or email them at RA-DAAPI_DIVISION@pa.gov. The process for complaints made to Savage Sisters Recovery, Inc are brought to the Audit Subcommittee by the Chair of the Governance Committee. From there, it is the Audit Subcommittees responsibility to investigate the complaint, and respond appropriately. Complaints are to be investigated within 30 days of the complaint made, action, and responses to the individual filing the complaint must be provided within 45 days. All community members are provided with the complaints process, info@savagesisters.org email contact, and informed of the complaint process on the Savage Sisters website **Contact** Page, under **Complaints**, at <https://savagesisters.org/contact>.

House Manager Signature_____ Date _____

Resident Signature_____ Date _____